



**U.S. Department of Justice**  
Office of Information Policy  
Suite 11050  
1425 New York Avenue, NW  
Washington, DC 20530-0001

Telephone: (202) 514-3642

March 5, 2019

Russ Kick  
MuckRock News  
DEPT MR 69006 411A Highland Ave  
Somerville, MA 02144  
[69006-06050402@requests.muckrock.com](mailto:69006-06050402@requests.muckrock.com)

Re: DOJ-2019- 002539

Dear Russ Kick:

This is to acknowledge receipt of your Freedom of Information Act (FOIA) request dated and received in this Office on February 25, 2019 in which you requested a FOIA request log of the Office of Privacy and Civil Liberties for 2018.

We are in receipt of your request and are currently searching for responsive records. For your information, we use multiple tracks to process requests, but within those tracks we work in an agile manner, and the time needed to complete our work on your request will necessarily depend on a variety of factors, including the complexity of our records search, the volume and complexity of any material located, and the order of receipt of your request. At this time we have assigned your request to the simple track.

We regret the necessity of this delay, but we assure you that your request will be processed as soon as possible. If you have any questions or wish to discuss reformulation or an alternative time frame for the processing of your request, you may contact this Office by telephone at the above number or you may write to the Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001. Lastly, you may contact our FOIA Public Liaison, Douglas Hibbard, at the telephone number listed above to discuss any aspect of your request.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,  
Initial Request Staff  
Office of Information Policy  
U.S. Department of Justice